

ANNOUNCEMENT NUMBER: 15-07

POSITION: General Services Office Supply Clerk FSN-4; FP-AA

OPENING DATE: May 14, 2015

CLOSING DATE: June 4, 2015

WORK HOURS: Full-time: 40 hours/week

All ordinarily residents (or) applicants (*See Appendix A*) must have the required work and /or residency permits to be eligible for consideration.

U.S. Embassy, Nassau is seeking an individual for the position of General Services Office Supply Clerk in the General Services Section.

BASIC FUNCTION OF POSITION

The incumbent reports directly to the Supply supervisor and assists with managing incoming and outgoing expendable and non-expendable property; key responsibilities also include placing property in proper storage, recording the movement of property in and out of the Warehouse, and keeping the Embassy warehouse in an organized condition.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Secondary school is required.
2. Two years of progressively responsible experience in supply management, warehouse inventory control, storekeeping.
3. A good working knowledge of property management, inventory control, and receiving.
4. Must be able to exercise good judgment, must be able to use Microsoft programs; database and/or spreadsheets for inventory control, and Microsoft Word. Must be able to assist in performing moderately heavy lifts at times and be able to operate a forklift. *Candidate will be tested on Microsoft and other computer application skills.
5. English III (good working knowledge) skills are required.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-0174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see *Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a non-sensitive clearance.

SUBMIT APPLICATION TO HUMAN RESOURCES VIA EMAIL

Human Resources Office
Attention: **Rachel Poitier**
Email: NassauHR@state.gov

CLOSING DATE FOR THIS POSITION: June 4, 2015